

MONTANA LOCAL TECHNICAL ASSISTANCE PROGRAM
FOURTH QUARTERLY ACTIVITY REPORT
APRIL THROUGH JUNE 2004

Prepared by
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of the
LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the
STATE OF MONTANA
DEPARTMENT OF TRANSPORTATION
RESEARCH PROGRAM
in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State of Montana, Department of Transportation or the Federal Highway Administration.

CONTRACT REQUIREMENTS

GENERAL

The LTAP staff currently consists of Steven V. Jenkins, Director, Donnetta Bohrman, Conference Coordinator/Accounting Tech, Michele Beck, Graphics Technician and one student employee.

Task A – Compile and Maintain a Mailing List

Changes to the mailing list this quarter came from quarterly newsletter and address change forms, workshops, and telephone calls to the LTAP Center. Table 1 provides a summary of all changes within the quarter.

Table 1: Mailing List (as of June 30, 2004)

Category	Prior Count	Additions Or Deletions	Current Count
Federal	199	0	199
State	253	0	253
County	319	-4	315
City	300	0	300
Tribal	27	0	27
Private	339	-1	338
Supervisors	65	0	65
Other	39	0	39
Total	1541	-5	1536

Figure 1 and Table 2 show the amount of monies budgeted for this task versus the costs-to-date (in direct costs).

Figure 1. Mailing List Budget vs. Costs-to-Date

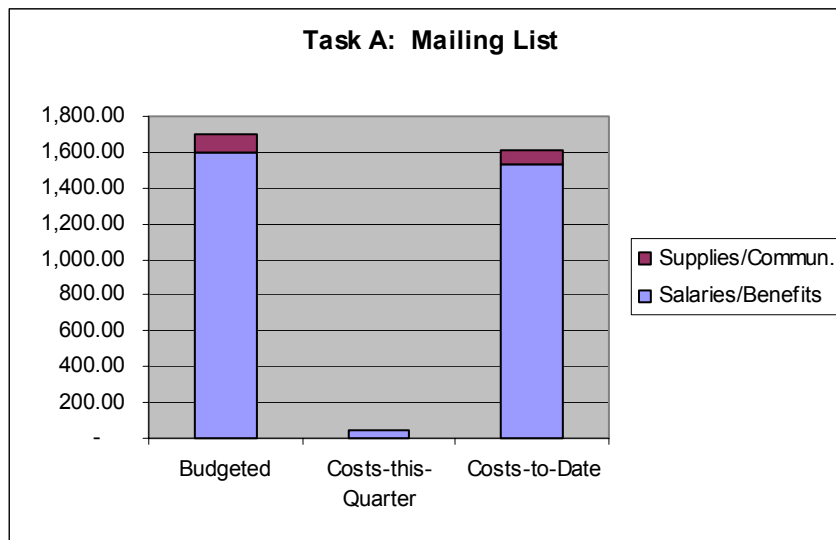


Table 2: Mailing List Budget Summary

Cost Categories	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$400.00	41.29	\$1,600.00	1532.89
Supplies/Communications	25.00	0.00	100.00	81.17
Total Direct Costs	\$425.00	\$41.29	\$1,700.00	\$1,614.06

Task B – Publish a Quarterly Newsletter

The fourth quarterly newsletter (April, May, June) for 2004 was published in April 2004. It contained the following articles: Winter Maintenance, Trench Safety, Work Zone Safety, Annual Calendar and the new LTAP Library publications and software/videos.

Approximately 27.5% of the Graphics Technician's time was spent publishing the Newsletter during this quarter.

Figure 2 and Table 3 show the amount of monies budgeted for Task B versus the costs-to-date (in direct costs).

Figure 2: Newsletter Budget vs. Costs-to-Date

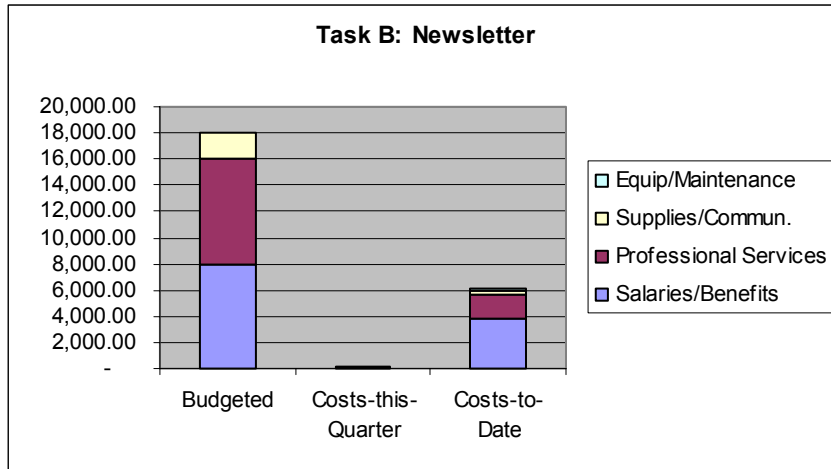


Table 3: Newsletter Budget Summary

Cost Categories	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$2,000.00	82.56	\$8,000.00	3,851.31
Printing (professional svc.)	2,000.00	0.00	8,000.00	1,851.89
Supplies/Communications	500.00	0.00	2,000.00	319.01
Equipment	0.00	0.00	0.00	101.00
Total Direct Costs	\$4,500.00	\$82.56	\$18,000.00	\$6,123.21

Task C – Provide Technology Transfer Materials

The number of publications mailed this quarter is listed, by category of requesting party, in Table 4.

Table 4: Publications (April 1 – June 30, 2004)

	FHWA Publications	SHRP Publications	Other Publications
Federal	5	-	199
State	3	-	267
County	25	-	1945
City	26	-	339
Tribal		-	27
Private	8	-	387
Other	2	-	42
Total	69	-	3,206

Software mailed this quarter is shown by category of requesting party in Table 5.

Table 5: Software (April 1 – June 30, 2004)

Agency	Orders Per Agency	Total Software Sent
Federal	-	-
State	2	2
County	-	-
City	-	-
Tribal	-	-
Private	7	7
Other	1	1
Total	10	10

The total number of videotapes mailed this quarter by category of requesting party is shown in Table 6.

Table 6: Videotapes (April 1 – June 30, 2004)

Agency	Orders Per Agency	Total Videotapes Sent
Federal	-	-
State	-	-
County	3	9
City	5	5
Tribal	-	-
Private	3	4
Other	1	3
Total	12	21

Approximately .8% of the Conference Coordinator's time and 16.7% of the Graphics Technician's time was spent on this task during the quarter.

Figure 3 and Table 7 show the amount of monies budgeted for Task C versus the costs-to-date (indirect costs)

Figure 3: Technology Transfer Materials Budget vs. Costs-to-Date

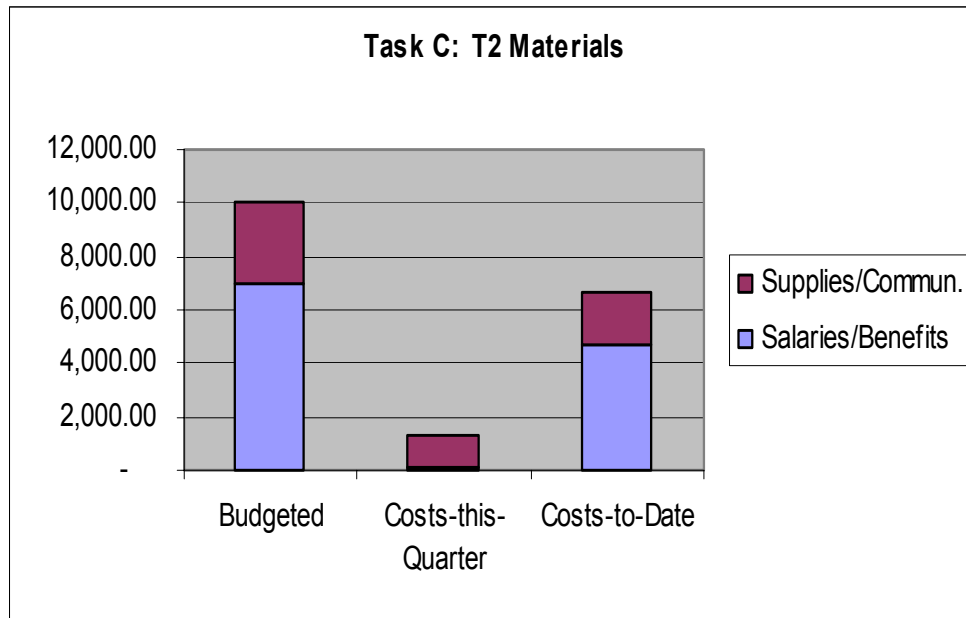


Table 7: Technology Transfer Materials Budget Summary

Cost Categories	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,750.00	113.52	\$7,000.00	4,699.75
Supplies/Communications	750.00	1,235.10	3,000.00	1,940.91
Total Direct Costs	\$2,500.00	\$1,348.62	\$10,000.00	\$6,640.66

Task D – Provide Information and On-Site Technical Assistance

The Director spent 10.5% of his time providing 46 separate instances of technical assistance during this quarter. The Field Engineer spent 11.8% of his time providing 19 separate instances of technical assistance during this quarter. Approximately 15.4% of the Conference Coordinator's time and 5% of the Graphic Technician's time was spent on this task.

The number of WATTS line calls in April, May and June was 662 for approximately 32:06 hours of communication.

Figure 4 and Table 8 show the amount of monies budgeted for Task D versus the costs-to-date (in direct costs).

Figure 4: Information/Technical Assistance Budget vs. Costs-to-Date

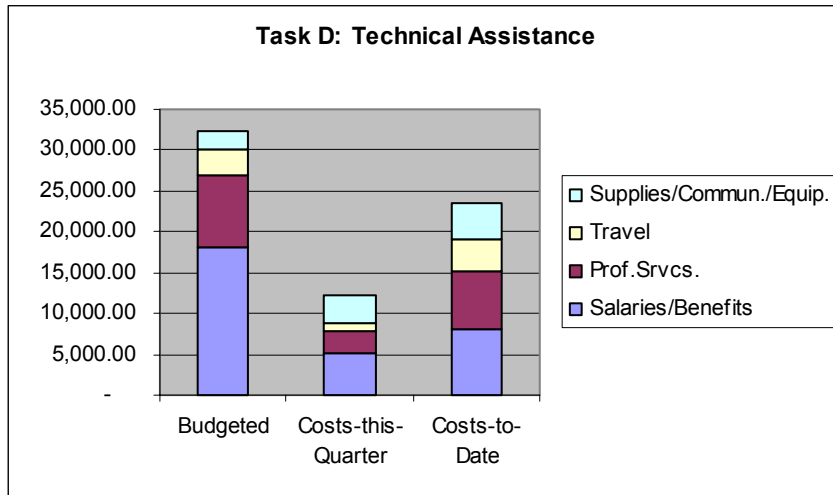


Table 8: Information/Technical Assistance Budget Summary

Cost Categories	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$4,500.00	5,102.15	\$18,000.00	7,967.71
Professional Services	2,250.00	2,688.65	9,000.00	7,178.65
Travel	750.00	1,048.15	3,000.00	3,867.74
Supplies/Communications	350.00	3,335.35	1,400.00	4,522.74
Equipment	250.00	0.00	1000.00	0.00
Total Direct Costs	\$8,100.00	\$12,174.30	\$32,400.00	\$23,536.84

Task E – Conduct or Arrange Seminars/Training Sessions

During this three-month period, twenty workshops have been given at various locations throughout Montana. The variety of topics offered covers all aspects of the LTAP mission statement. The workshops were Work Zone Flagging, Forest Service Training: Summer & Winter Survival/Incident Management, Gravel Roads, Forklift Certification, BNSF Flagger Certification and PASER .

Approximately 87.5% of the Director's time, 88.2 % of the Field Engineer's time, 77.3% of the Conference Coordinator's time, 50.6% of the Graphic Technician's time and 100% of the student's time was spent on this task during the quarter.

Figure 5 and Table 10 show the amount of monies budgeted for Task E versus the costs-to-date (in direct costs).

Table 9: Workshops/Training Sessions Conducted (April 1 – June 30, 2004)

Date	Title	Location	# Attended	Instructor
4/1/2004	Forest Service Training: Summer & Winter Survival	Missoula	29	Steven V. Jenkins Sam Gianfrancisco
4/2/2004	Forest Service Training: Incident Management	Missoula	25	Steven V. Jenkins
4/2/2004	Flagger Certification	Missoula	9	Steven V. Jenkins
4/6-4/7/2004	Gravel Roads	Dillon	35	Steven V. Jenkins Sam Gianfrancisco
4/12-4/15/2004	MACRS Annual Conference: Personal Safety & Summer Survival	Bozeman	75	Steven V. Jenkins
4/19/2004	Flagger Certification	Glendive	9	Bart Kraus
4/20/2004	Flagger Certification	Helena	23	Steven V. Jenkins
5/4-5/5/2004	Gravel Roads	Libby	27	Sam Gianfrancisco
5/5/2004	Forklift	Kalispell	53	Sam Gianfrancisco
5/7/2004	Flagger Certification	Cut Bank	11	Bart Kraus
5/10/2004	Flagger Certification	Bozeman	7	Sam Gianfrancisco
5/11/2004	Flagger Certification	Lewistown	24	Steven V. Jenkins
5/17/2004	Flagger Certification	Lewistown	31	Steven V. Jenkins
5/18-5/19/2004	Gravel Roads	Lewistown	40	Steven V. Jenkins Sam Gianfrancisco
5/19-5/20/2004	Gravel Roads	Columbus	43	Steven V. Jenkins Sam Gianfrancisco
5/26/2004	BNSF Training	Billings		Steven V. Jenkins
6/1/2004	Flagger Certification	Great Falls	29	Lisa Sims
6/8/2004	Flagger Certification	Wolf Point	16	Bart Kraus
6/17/2004	PASER Training	Dillon	3	Steven V. Jenkins
6/18/2004	Flagger Certification	Butte	10	Steven V. Jenkins
	Total		499	

Figure 5: Seminars/Training Sessions Budget vs. Costs-to-Date

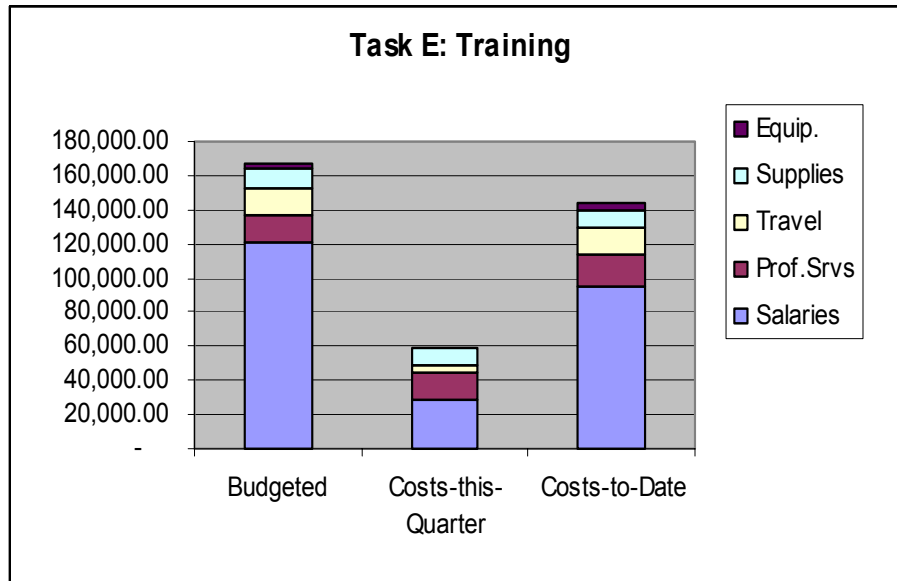


Table 10: Seminars/Training Sessions Budget Summary

Cost Categories	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$30,366.50	29,393.58	\$121,466.00	94,930.53
Professional Services	3,750.00	15,348.68	15,000.00	19,499.64
Travel	4,031.75	4,348.55	16,127.00	14,948.52
Supplies*/Communications	2,833.50	9,449.00	11,334.00	10,872.14
Equipment	750.00	(612.27)	3000.00	3,628.73
Total Direct Costs	\$41,731.75	\$57,927.54	\$166,927.00	\$143,879.56

Task F – Evaluation

*Supplies include conference services costs related to workshops/seminars.

This task includes preparation of the Quarterly/Year-end Report, workshop/training evaluation summarization, and preparation for the annual LTAP Advisory Board meeting.

Approximately 1.9% of the Director's time and 5.9% of the Conference Coordinator / Accounting Technician's time was spent on this task during the quarter.

Figure 6 and Table 11 show the amount of monies budgeted for Task F versus the costs-to-date (in direct costs).

Figure 6: Evaluation Budget vs. Costs-to-Date

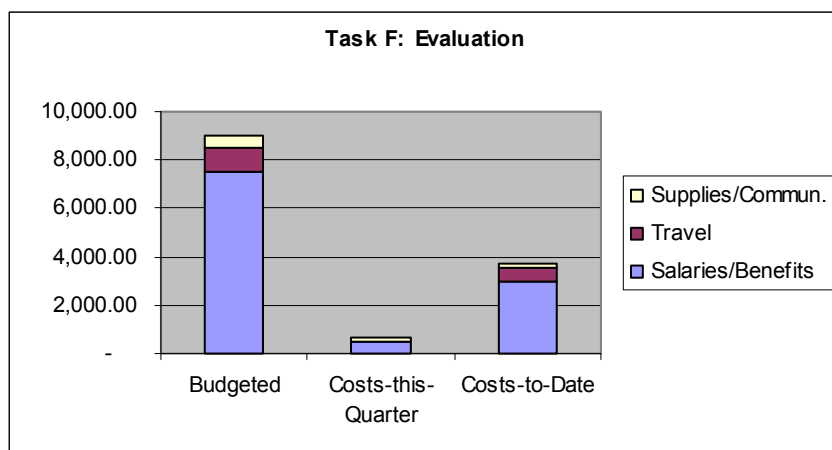


Table 11: Evaluation Budget Summary

Cost Categories	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,875.00	490.53	\$7,500.00	2,936.56
Travel	250.00	-	1,000.00	609.66
Supplies/Communications	125.00	167.92	500.00	167.92
Total Direct Costs	\$2,250.00	\$658.45	\$9,000.00	\$3,714.14

Task G – Special Projects

Funds are actively being pursued to upgrade and reprint the “Guidelines For Work Zone Safety” MDT pocket book. Members from the Montana Work Zone Safety Committee will be selected to edit and write the material.

LTAP has contracted with BNSF Railroad to provide a flagger training program for railroad flaggers. Expected revenues are \$5,000.00.

Figure 7: Special Project Budget vs. Costs-to-Date

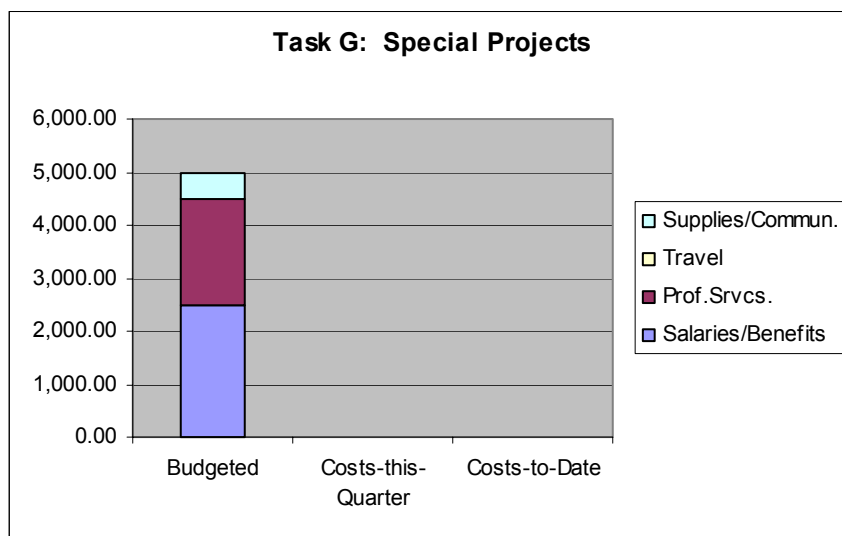


Table 12: Special Project Budget Summary

Cost Categories	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$625.00	0.00	\$2,500.00	0.00
Professional Services	500.00	0.00	2,000.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	125.00	0.00	500.00	0.00
Total Direct Costs	\$1,250.00	\$0.00	\$5,000.00	\$0.00

Other Costs

Other costs not associated with a specific task (i.e., supplies, administrative/accounting work, general office filing, travel to LTAP annual meeting, training new employees, etc.) have been summarized in Table 13.

Figure 13: Other Costs Budget



Table 13: Other Costs

Cost Categories	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$0.00	0.00	\$0.00	\$0.00
Professional Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00

BUDGET SUMMARY BY CATEGORY

Fourth Quarter 2004

Direct Costs	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Salaries/Benefits	\$41,516.50	35,223.62	\$166,066.00	157,584.73
Professional Services	8,500.00	18,037.33	34,000.00	35,246.88
Travel	5,031.75	5,396.70	20,127.00	22,699.78
Supplies/Communications	4,708.50	14,187.39	18,834.00	23,765.89
Equipment	1000.00	(612.28)	4,000.00	3,729.72
Total Direct Costs	\$60,756.75	\$72,232.76	\$243,027.00	243,027.00
Indirect Costs	14,493.25	17,230.80	57,973.00	57,973.00
Total Direct and Indirect Costs	\$75,250.00	\$89,463.56	\$301,000.00	\$301,000.00

BUDGET SUMMARY BY TASK

Fourth Quarter 2004

Task	Quarterly Budget	Fourth Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Mailing List	\$ 425.00	41.29	\$ 1,700.00	2,107.93
Newsletter	4,500.00	82.56	18,000.00	8,542.98
Technology Transfer Materials	2,500.00	1,348.62	10,000.00	9,123.22
Information/Technical Assistance	8,100.00	12,174.30	32,400.00	31,915.84
Seminars/Training Sessions	41,731.75	57,927.54	166,927.00	181,574.77
Evaluation	2,250.00	658.45	9,000.00	4,861.04
Special Projects	1,250.00	0.00	5,000.00	4,901.22
Other Costs	0.00	0.00	0.00	0.00
Total Costs	\$ 60,756.75	\$72,232.76	\$243,027.00	\$243,027.00

SUMMARY

Spring is optimal timing for maintenance and construction training. Work Zone Traffic Control and Flagger Certification Training were provided throughout the quarter. Gravel Road Design and Motorgrader Operation courses were provided as well. Forklift certification was also offered. The MACRS meeting involved commissioners and road supervisors from all fifty-six counties. The staff at LTAP continues to respond to training requests.